

## Woughton Community Council

### Full Council

**Minutes of the meeting held on Monday 11<sup>th</sup> April 2022, 6:30pm at the Woughton Community Council Hub, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes.**

**Present: Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair),** Elina Apse, Maggie Ferguson, Brian Hepburn, Phil Hopcraft, Ruth McMillan, Nick Scott, Yvonne Tomlinson, Alan Williamson, Pam Wilson.

**Also present:**

Brian Barton (Committee & Member Services Officer)  
Steve McNay (Council Manager)  
Samone Winsborough (Responsible Financial Officer/Operations Manager).

One (1) member of the public.

**In attendance:**

Cllrs Luke Louis, John Orr, Liz Simpkins.  
Tash Darling (Youth Manager & Safeguarding Lead).

**FC 182/22 Apologies for Absence:**

Cllr Janette Bobey (personal)  
Cllr Donna Fuller (personal)  
Cllr Amber McQuillan (personal)  
Cllr Terri Parish (work)  
Cllr Lauren Townsend (meeting)

**AGREED**

**FC 183/22 Declaration of interests:**

There were no declarations of interest.

**NOTED**

**FC 184/22 Minutes of the previous Full Council meeting:**

The minutes of the meeting held on:

- Monday 7<sup>th</sup> March 2022.

Were **AGREED** and will be signed by the Chair as a true and correct record.

**FC 185/22 Chair's Announcement(s):**

The Chair informed the meeting that the office will be closed over the Easter break.

The Chair thanked Cllr Yvonne Tomlinson for her years of service on the Council following her resignation.

The Chair said that this will be the last meeting of the 2021/2022 Council year and also thanked all Councillors and members of staff for their hard work and support,  
**NOTED**

**FC 186/22 Questions from the public:**

There were no questions from the members of the public.

**NOTED**

**FC 187/22 Ward Matters arising:**

Cllr Jordan Coventry requested an update on the provision and installation of salt bins by Milton Keynes Council.

The Council Manager said that he will investigate with Milton Keynes Council.

**RESOLVED**

**That the Council Manager to investigate with Milton Keynes Council the provision and installation of salt bins.**

**FC 188/22 Milton Keynes Council Ward Councillors report:**

There was no report due to the absence of both Milton Keynes Council Ward Councillors.

**NOTED**

**FC 189/22 Feedback from meetings with Outside Bodies:**

a) Woughton Welfare Trust - Cllr Elina Apse - **Nothing to report.**

b) MKALC - Cllr John Orr, Cllr Sue Smith, Cllr Pam Wilson – **The next meeting will take place in June 2022, which will be reported back on at a future Full Council meeting.**

c) Parishes Forum - Cllr Sue Smith, Cllr Alan Williamson – **The next meeting will also be held in June 2022, which will be reported back on at a future Full Council meeting.**

**NOTED**

**FC 190/22 To note the minutes from the following Committees:**

a) Operations Committee – Monday 28<sup>th</sup> February 2022.

b) Planning Committee - Monday 14<sup>th</sup> March 2022.

**NOTED**

**FC 191/22 Council Manager's report:**

The Council Manager updated the Council on various activities and delegated decisions made since the previous meeting, which covered the following:

- Preparations for the Annual Meeting of Council.
- The new website.
- IT issues with the Councillor tablets.
- A new Asset Manager app, developed in partnership with Cloudy IT.
- A meeting with the team exploring a possible 'app' for community support.

- Walkabouts around the area with Milton Keynes Council Officers to look at the wheelie bin rollout and challenges.
- The Netherfield Trail, a new Milton Keynes Council / Living Archive project that celebrates the estate.
- A meeting with Councillors and Milton Keynes Council Officers to consider possible improvements to the Beanhill Local Centre.
- Attended an online session titled - Land Availability Assessment Draft Methodology Consultation and Call for Sites - Parish/Town Council Question & Answer Session.
- The Planning Training that was previously postponed took place in the Council Chambers.

**RESOLVED:**

**That the Council notes the report.**

**FC 192/22 To propose some changes to committee structures and consideration of Councillor roles for 2022/2023 Council Year:**

The Council Manager proposed some changes to the committee structures and consideration of Councillor roles for the 2022/2023 Council Year.

It was suggested at the meeting to circulate a list of dates for the Licencing, Planning & Development Committee meetings to the Planning Parish Liaison Officer at Milton Keynes Council so that an Officer could be present at each meeting to advice on any applications.

The Chair of Council advised the meeting that Members in Wards with more than one (1) Councillor should agree amongst themselves who will be the representative appointed onto the Licencing, Planning & Development Committee themselves.

**RESOLVED:**

- 1. That council notes the report.**
- 2. That council considers the issues raised and feeds back any views prior to the Annual Meeting for inclusion in any formal proposal.**
- 3. That the Annual Meeting formally makes decisions on the following:**
  - a. That Operations and Resources and Finance committees are combined into one committee that meets monthly, named Operations and Resources (OaR).**
  - b. That the monthly format of meetings alters to enable the new OaR committee to meet later in the month, allowing financial reporting to be more effective.**
  - c. That the monthly meeting cycle is:**
    - i. First Monday = Planning, Licencing & Development Committee**
    - ii. Second Monday = Full Council**
    - iii. Third Monday = Operations and Resources Committee**
    - iv. Third Wednesday = Services and Communities Committee.**
- 4. That there are agreed 'standing items' for committees that are agreed at the first meeting of the new council year. This includes:**
  - a. Planning: Neighbourhood Planning, Estate Renewal, Planning Applications, Licensing Applications, any decisions made. Further consideration to be given to the level of involvement in**

domestic planning applications and relevance to Woughton Community Council.

- b. **Full Council: Council Managers report, Task & Finish Strategy group feedback, existing fixed items to be reviewed (e.g. feedback from outside bodies).**
  - c. **Operations and Resources Committee; finance signoffs, VAT returns, budget reviews, policy updates.**
  - d. **Grant applications, set service update (this could be individual services each month, or a wider 'all services' update each meeting), Service Plan achievement update.**
5. **That Councillors are reminded of the option for them to contribute to agendas, write discussion papers and offer recommendations for agreement within the meetings.**
  6. **That any other ideas or considerations for meeting management form part of the paper provided to the Annual Meeting, to ensure a robust and healthy meeting schedule and provision for the 2022/2023 Council Year.**
  7. **That Councillors to consider which committee they wish to be appointed onto in preparation for the Annual Meeting of Council which agrees the membership of each committee.**
  8. **That the Council Manager to circulate a list of dates for the Licencing, Planning & Development Committee meetings to the Planning Parish Liaison Officer at Milton Keynes Council so that an Officer could be present at each meeting to advice on any applications.**

**FC 193/22 To propose the creation of a 'Long Term Strategy' task and finish (TaF) group to prepare a 10-year strategic plan for Woughton Community Council:**

The Council Manager proposed the creation of a 'Long Term Strategy' task and finish (TaF) group to prepare a ten (10) year strategic plan for Woughton Community Council.

Members were advised to email the Council Manager if they wanted to be appointed onto the Task & Finish Group.

A list of the meeting times and dates to be agreed by Members appointed to the task & finish group.

The Leader of the Council moved to add to recommendation 9 "that all reports to Full Council should be submitted in a written not verbal format."

The Committee & Member Services Officer will email the Woughton Community Council Strategy documents to all Councillors.

**RESOLVED:**

1. **That Council notes the report and associated papers.**
2. **That Council agrees to the creation of a Task and Finish (TaF) group to develop a long-term strategic plan for Woughton Community Council.**
3. **That this group should report to Full Council, given the importance of this document and the implications of ratification over the coming decade.**

4. That this Task & Finish group should consist of no more than ten (10) Councillors, with involvement from Officers and external parties as and when needed.
5. That membership should consist of people who are able and willing to commit to this process, meeting regularly and offering a high level, strategic overview.
6. That the Task & Finish Group should develop Terms of Reference at its first meeting, to be formally agreed at the meeting of Full Council in the new Council Year (May 2022).
7. That the Task & Finish Group should aim to produce a 'first draft' of the strategy by October 2022, with a final version to be agreed and ratified in early 2023.
8. That this strategy should be the basis of the Council's approach over the coming decade, focusing on long term plans and sitting alongside the 'Service Plan' which addresses immediate needs.
9. That updates should be offered to Full Council on a monthly basis in a written not a verbal format as a standing item over the coming year.
10. That the Committee & Member Services Officer to email the Woughton Community Council Strategy documents to all Councillors.

**FC 194/22 To inform the Council about recent flood prevention training:**

The Chair of Council after attending flood training with the Flood Innovation Centre (FIC), thought that it would be prudent to write a report for the meeting as its fast approaching the time of year that historically the area experiences some of the worst flooding.

The meeting was informed that Woughton Community Council have already got:

- a WhatsApp flood group
- a Woughton Community Council website incident page that can be regularly updated to keep residents informed.

The emergency kits for Councillors are looking to be improved, and some extra flood equipment coming from Milton Keynes Council, for which £3,000 has been received.

There are some improvements that can be made; to appoint flood wardens / incident wardens so that other incidents can be dealt with (like the car incident on Beanhill, that was handled by volunteers and Councillors exceedingly well, alongside the Buckinghamshire & Milton Keynes Fire & Rescue Service, Thames Valley Police, and the Central Ambulance Service).

If Resident Associations have one (1) warden that reports to an Incident Centre (IC) for Woughton Community Council (at present is the Chair of Council) and then the Incident Centre can then liaise with Milton Keynes Council, Councillors and the observation vehicle (with Councillors out looking for who needs assistance).

Resident Associations can have as many wardens as they need (i.e., if they have long roads they may need more than one (1) per street) that report to their incident warden. Milton Keynes Council will then liaise with Thames Valley Police, the

Buckinghamshire & Milton Keynes Fire & Rescue Service, and any emergency service that is needed (for sandbags etc).

The Flood Innovation Centre have lots of free training for the volunteers to use and Milton Keynes Council are eager to assist in any way they can.

Woughton Community Council can also encourage residents to make their own household flood plan.

It was suggested to improve the emergency grab bags with a small food pack to include energy bars, heavy duty hand gloves, and to use Apple tags for each bag that are connected to a mobile phone.

The Chair of Council asked that if anyone who wishes to become a warden to speak to their Residents Association, and Resident Associations were asked to give Woughton Community Council the contact details of their appointed wardens.

**RESOLVED:**

- 1. To agree in principle, to have an incident reporting system.**
- 2. To take advantage of free training for volunteers that will assist when incidents occur, by the Flood Innovation Centre.**
- 3. To improve the incident kits for Councillors.**
- 4. To add the Resident Association's appointed wardens to the WhatsApp flood group.**

**FC 195/22 To consider and agree the installation of a Knife Amnesty Bin within the Coffee Hall offices / community centre, in partnership with Thames Valley Police:**

The Council Manager brought to Council a proposal for the installation of a knife amnesty bin at the Coffee Hall Hub reception, in partnership with Thames Valley Police.

There has been lots of discussion over recent months about knife crime and the suggestion that knife amnesty bins would potentially be a positive step towards offering a safe solution to the disposal of bladed weapons.

Following discussions with Thames Valley Police, Sgt Tom Neilson contacted the Council Manager with a proposal, based upon intelligence and statistics, that Coffee Hall would be the best place to position this. The request was that it was indoors and be as accessible as possible. Given this, the suggestion is that Reception is probably the best option.

Members were concerned for the safety of the members of staff and public if the bin was hosted in the reception area.

That individuals could lose their right to anonymity due to being seen in CCTV and in the Hub reception.

The meeting proposed to invite Sgt Tom Neilson and Sgt Colin Pickett to a future Full Council meeting to discuss the matter further the Council Manager will make the necessary arrangements.

It was further suggested to look at alternative sites such as the caged area at the rear of the Christ the Vine Church on Coffee Hall.

Members felt that the Knife Amnesty Bin should not be installed until there has been a full risk assessment in place by Thames Valley Police and Woughton Community Council.

**RESOLVED**

1. That Council notes the report.
2. That the Council Manager to invite Sgt Tom Neilson and Sgt Colin Pickett to a future Full Council meeting.
3. To look at alternative sites such as the caged area at the rear of the Christ the Vine Church on Coffee Hall.
4. That the Knife Amnesty Bin should not be installed until there has been a full risk assessment in place by Thames Valley Police and Woughton Community Council.

**FC 196/22 To update the council on the current banking facilities, and to discuss closing the Barclay's business account:**

The Responsible Financial Officer updated the Council on the current banking facilities, and suggested closing the Barclay's Bank Business Account.

A decision was made some years ago now, to open a Metro Bank Business Account for all banking needs. Having simultaneously kept the Barclay's Bank Business Account which holds small amounts of money, and is transferred over throughout the year.

The Responsible Financial Officer advised to move all of the funds over to the Metro Bank Business Account and to use this as the sole business banking facility, and to close the Barclay's Bank Business Account for good.

**RESOLVED**

1. That Council notes the report.
2. That Council agrees to move all of the existing direct debits over to the Metro Bank Business Account, and to close the Barclay's Bank Business Account.

**FC 197/22 To agree the January, February & March 2022, Bank Reconciliations, list of payments and receipts and end of year report:**

The Responsible Financial Officer updated Council on the year-end forecast for year ending 31<sup>st</sup> March 2022, and asked Council to agree the January & February 2022, Bank Reconciliations, list of payments and receipts.

**RESOLVED:**

1. That Council notes the report.
2. That Council formally notes that the precept figure for 2022-2023 is £631,140.74p, this is equivalent to £260.75p per Band D property.
3. That Council notes that the total CASH balances as at the 31<sup>st</sup> March 2022 are £272,259.32p (exclusive of funds in the CCLA investment funds).
4. That Council notes, while this is a rough estimation there is a projected surplus for the Financial Year 2021/2022 AGAR (exact figures to be provided after the internal audit on May 3<sup>rd</sup> 2022).

5. That Council notes that while the actual reserves/Balances Brought Forward will be formally noted on the AGAR as circa £100,000 less than projected due to £100,000 which was moved across to the CCLA LAPF investment funds – which no longer sits as a cash balance and is noted as a long-term asset instead.
6. To agree the January & February 2022, Bank Reconciliations, list of payments and receipts.

**FC 198/22 To move and second and then to be put to the vote the following motion:**

**The Chair of Council moved and Cllr Phil Hopcraft seconded the following motion:**

**Public Bodies (Admission to Meetings) Act 1960**

That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**On being put to the vote the motion was AGREED.**

**FC 199/22 To advise council of the results of the dog bin review and on costs for the dog waste contractor from April 2022:**

The Council was advised of the results of the dog bin review, and the three (3) quotes provided as per the Financial Regulations, on costs for the renewal of the contract to empty the dog waste bins on a three (3) yearly basis from April 2022.

The Officer recommendation is to renew the contract with Warners of Bedford for three (3) years.

**RESOLVED**

1. That Council notes the report.
2. That Council notes the good service and relationship with Warners of Bedford to date.
3. To enter into a new contract with Warners of Bedford for three (3) years.

**Date of next meeting:**

- (a) Tuesday 3<sup>rd</sup> May 2022 6:00pm Parish Meeting.
- (b) Tuesday 3<sup>rd</sup> May 2022 6:30pm Annual Meeting.

At the Woughton Community Council Hub, The Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

**THE CHAIR CLOSED THE MEETING AT 8:10PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_